

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
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OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 29, 2013
NO: BE2-13

CLASSIFICATION TITLE
SECRETARY I
(Canton Board of Education)

STARTING HOURLY RATE
\$12.97

FILING OF APPLICATION

Application must be made on the regular application form or the special closed application form available in the office of the Canton Civil Service Commission, 3rd Floor, Canton City Hall, 218 Cleveland Ave. SW, Canton, Ohio 44702, or open application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Application, clear copy of driver's license, resume and any other documentation pertaining to this position must be on file **no later than Friday, March 1, 2013 at 4:00 p.m.**

The results of this examination may be used to fill vacancies in the position of Secretary II (Canton Board of Education).

WRITTEN EXAMINATION - TUESDAY, MARCH 12, 2013

CHECK-IN: 5:00 p.m. (no applicant will be admitted to the test site after 5:00 p.m.)
EXAM: Immediately following candidate check-in
LOCATION: Canton Memorial Civic Center, McKinley Room, 1101 Market Ave. N., Canton, OH 44702
SCOPE: Written questions on Secretary I to include English Usage, Vocabulary, Spelling, Reading Comprehension, Math, Alphabetizing, Office Procedures/Records Management, Public Relations, Basic Computer Knowledge and other related areas. A 70% passing point will be used.

Subsequent to the written examination, those applicants who pass the examination will be required to take a typing test. **APPLICANTS MUST PASS THE TYPING TEST WITH A MINIMUM OF 50 WPM TO BE ELIGIBLE.**

For those applicants who pass both portions of the examination, the typing portion will count as 20% of the grade and the written examination will count as 80% of the grade.

This is a combined promotional and open examination. The promotional examination is limited to Canton City School employees in the classified **SECRETARIAL/CLERICAL** classification series who have completed their probationary period. Applicants for the open examination must show that they are a reliable worker and must be a United States Citizen or have legally declared their intention of becoming a United States Citizen. All applicants must be a high school graduate or possess a G.E.D.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

Applicants must type 50 WPM accurately; must possess basic computer skills; must be able to maintain a high degree of confidentiality and must possess good public relation skills. Knowledge of the Canton City School System and ability to work without supervision are highly desirable qualities.

Since this position is for employment in a school setting, all applicants **MUST** be able to demonstrate that they are responsible to the community by setting an appropriate example to the students. In this regard, applicants **MUST NOT** have been convicted of a felony in this, or any other state nor may they be habitual abusers of alcohol or drugs. Under the authority granted by Ohio Revised Code 3319.311, the Canton City Schools are required to do a background check to the Bureau of Criminal Identification and Investigation for records on employment candidates.

****** IMPORTANT NOTICE TO VETERANS ******

Upon receiving a passing score, a twenty percent (20%) bonus will be granted to individuals who have been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is a resident of this state and any member of the national guard or reserve component of the armed forces of the United States who has completed more than 180 days of active duty service (ORC 124.23C). Applicant must submit a certificate of service or honorable discharge (Form DD-214) before the filing deadline of March 1, 2013 to receive the bonus credit. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City School District for at least six (6) months or longer immediately prior to testing will receive 5% additional credit, provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

ADMITTANCE TO EXAMINATION - IDENTIFICATION REQUIRED

Candidates who have been accepted to the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card satisfactory to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL NOT BE ADMITTED TO THE EXAMINATION.**

RATING

Applicants for the promotional examination will receive, in addition to a passing score, credit for job seniority. Applicants for the open examination will receive, in addition to a passing score, bonus credit for Veterans' preference and School District residency.

Upon completion of the examination process, candidates who receive a passing score will be placed on the appropriate list (promotional or open) of eligibles. The results of this examination will be valid for two (2) years.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

The duties of a Secretary I include, but are not limited to the following: Takes and transcribes dictation of various types, including correspondence, reports, notices and recommendations; obtains, gathers and organizes pertinent data as needed and puts it into usable form; maintains a regular filing system and processes incoming correspondence in a prescribed manner; places and receives telephone calls in a courteous manner; orders and maintains supplies as needed; types a variety of material, such as letters, reports and memos; performs bookkeeping tasks associated with the position; maintains a schedule of appointments and makes arrangements for conferences and interviews; greets all visitors courteously and arranges for their comfort; maintains up-to-date knowledge about system software; performs other duties as required.